



## INSTRUCTIONS TO AGENCY OR OFFICE ADMINISTERING THE RETIREMENT SYSTEM

**DEFINITIONS.**—"Retirement for Disability," referred to in Item 7, means retirement under a provision of your system which requires a finding of "disability" as a prerequisite for title to annuity. (An employee who meets age and service requirements only is not "retired for disability" even though ill health forced his separation for retirement.)

"Immediate annuity," referred to in Items 8 and 10, means one which begins to accrue not later than 1 month following the date that the insurance would otherwise terminate. (This date is shown in Item 5 of the Agency Certification of Insurance Status (SF 56), submitted to you by the retiring employee.)

"Verified creditable service," referred to in Items 9 and 10, means service for the Federal or District of Columbia Governments which is allowable under section 8332 of title 5 United States Code, and which is substantiated by official records in your agency. The 12 years' creditable service may include periods of honorable active service in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States provided at least 5 of the 12 years are civilian service.

**COMPLETION OF CERTIFICATION.**—Prepare this certification in triplicate for each insured employee who has retired under any Federal system other than the Civil Service Retirement System who submits a completed Agency Certification of Insurance Status (SF 56).

**DISPOSITION OF CERTIFICATION.**—Send the original and duplicate of this certification together with Standard Form 56 to the U.S. Civil Service Commission, Bureau of Retirement, Insurance, and Occupational Health, Washington, D.C. 20415. Retain copy in your file. The duplicate will be returned for your records indicating whether the retired employee is insured.

**CANCELLATION OF OPTIONAL INSURANCE.**—An annuitant under age 65 desiring to cancel his optional insurance should be instructed to submit an SF 176 declining (canceling) the optional insurance to his retirement system so that deductions can be stopped. The retirement system will send the original of the form to the Civil Service Commission and retain the duplicate.

**REPORTING TERMINATIONS OF ANNUITY.**—Upon death of an insured retired employee or upon termination of his annuity for other causes under conditions which divest him of title thereto, complete the appropriate box on duplicate of certification and send it to the U.S. Civil Service Commission, Bureau of Retirement, Insurance, and Occupational Health, Washington, D.C. 20415. If you are in contact with the family of a deceased annuitant and can obtain a completed claim for death benefits (Form FE-6), it should be sent to the Civil Service Commission together with the duplicate of the certification and other documents to support the claim.